



INDIANA DEPARTMENT OF TRANSPORTATION
100 North Senate Avenue
Room N955
Indianapolis, Indiana 46204-2249
(317) 232-5058 FAX: (317) 233-3055

DATE: _____

PROJECT: _____

PARCEL: _____ CODE: _____

Dear _____

This is to advise you that on _____ the Indiana Department of Transportation initiated negotiations for the property which you rent at _____. This letter is to notify you of your eligibility for moving expense reimbursement if you had personal property on the right-of-way at the time of initiation of negotiations. There are certain requirements that must be met in order to receive a relocation payment. Payments to which you are entitled will be made available in sufficient time to allow you to remove your personal property from the right-of-way. All claims for relocation payments must be submitted within 18 months after you remove those items from the displacement site.

A rental assistance payment has been computed in the amount of _____ to assist you in renting a comparable replacement Mobile Home lot, should you elect to rent your replacement housing. This amount has been determined in an analysis of rent and utility costs of available comparable Mobile Home rental lots. The actual rental assistance payment will be the difference between the amount you pay for rent and estimated utilities at your decent, safe, and sanitary replacement Mobile Home lot over a 42 month period and the amount you pay for rent plus utilities at your present Mobile Home lot, not to exceed the above computed amount.

The Mobile Home lot located at _____ is available to rent if you so desire. It has been found to meet the requirements of comparability in accordance with federal regulations. The rental price is \$ _____ /month for the M.H. _____ lot, _____ utilities, plus an estimated \$ _____ /month for utility costs, equaling a total rent of _____ /month. The total rent has been used in computing the previously mentioned rental assistance payment.

(over)

Payments to which you are entitled will be made available in sufficient time to allow you to purchase or rent a decent, safe and sanitary replacement site. Please be advised that any person may appeal the State's edibility determination or the amount of the relocation entitlement by submitting a written appeal to the Relocation Unit within 60 days of the date of that determination.

THIS IS NOT A NOTICE TO VACATE. The Indiana Department of Transportation will not require you to move from the property you now occupy sooner than _____ which is at least 90 days from the date of this letter.

Your cooperation in providing a modern transportation system for the State of Indiana continues to be appreciated.

Sincerely,

Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

Relocatee

Date